



APPLICATION FOR EMPLOYMENT

HRT

EQUAL OPPORTUNITY EMPLOYER

Goodwill considers all applications for employment without regard to race, creed, color, religion, national origin, or citizenship status, sex, age, marital status, disability/handicap, or veteran status. In addition, Goodwill complies with applicable federal, state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Goodwill also provides reasonable accommodations to qualified individuals with disabilities in accordance with applicable laws. Only individuals who have a legal right to work in the U.S. are eligible for employment.

 Last Name (please print) First Middle Initial Social Security Number Date

 Present Address: Street City/State Zip Code Telephone Number

Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment.

Can you, upon employment, submit documentation verifying your legal right to work in the U.S. and your identity? Yes No

Have you ever been convicted of a felony? Yes No **If Yes, give dates and explain.**
A conviction will not necessarily disqualify you from employment. **(Attach separate paper if necessary)**

Have you ever been dismissed or forced to resign from any employment? Yes No
If yes, please describe briefly _____

Are you over 18 years of age? Yes No **Position Applied for:** _____
If no, state your age _____ **Date Available:** _____
(for Child Labor Law Purposes only.) **Closest Goodwill to your home:** _____

Are you able to perform the essential functions of the position sought as listed and described on the attached job description or as demonstrated by a GIM representative with or without a reasonable accommodation? Yes No

| Education and Training | | Circle Highest Grade Completed | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | - College | 1 | 2 | 3 | 4 |
|-------------------------------|------------------------------|--------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|-----------|---|---|---|---|
| HIGH SCHOOL | Name | _____ | | | | | | | | | | | | | | | | | |
| | Did you Graduate | _____ | | | | | | | | | | | | | | | | | |
| | Received G.E.D | _____ | | | | | | | | | | | | | | | | | |
| COLLEGE | Name | _____ | | | | | | | | | | | | | | | | | |
| UNIVERSITY | City/State | _____ | | | | | | | | | | | | | | | | | |
| OR OTHER SCHOOL | Field of study | _____ | | | | | | | | | | | | | | | | | |
| | Type of Degree Obtained/Date | _____ | | | | | | | | | | | | | | | | | |
| | Other Education or Training | _____ | | | | | | | | | | | | | | | | | |
| | Name of Facility | _____ | | | | | | | | | | | | | | | | | |
| | City/State | _____ | | | | | | | | | | | | | | | | | |

IMPORTANT - PERSONAL IDENTIFICATION DOCUMENTS

Please attach a legible copy of two forms of ID. If unsure which, please ask the reception team member for a list of acceptable documents according to the DHS I-9, Employment Eligibility Verification Form.

OTHER SKILLS: list any job related skills or qualifications that support your application.

In order to permit a check of your work and educational records, should we be made aware of any changes of name or assumed name(s) that you previously used? Yes No

Please check this box **ONLY** if you are authorizing us to verify the information you have provided in this application for employment or during interview process. Yes
(We will not consider you for employment if we do not have this authorization.)

| | | |
|--------------------------------------|--------------|--------------|
| IN CASE OF EMERGENCY, NOTIFY: | | |
| Name | Phone Number | Relationship |
| Address | City/State | Zip |

Are there any types of jobs you will not accept? Yes No (if required in position for which applying) Will you work overtime if asked Yes No

Are there any hours, shifts or days you will not work Yes No If Yes, explain: _____

| | | |
|---|--------------|--------------|
| REFERRAL: DO YOU HAVE ANY FRIENDS OR RELATIVES WHO WORK HERE? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Name | Phone Number | Relationship |
| Address | | |

Are you now employed? Yes No Are you subjected to recall Yes No
May we contact your present Employer? Yes No Previous Employers? Yes No

Please identify any exception and reasons for not contacting prior employers: _____

Have you filed an application here before? Yes No If Yes, give date: _____
Have you ever been employed here before? Yes No If Yes, give date: _____

EMPLOYMENT EXPERIENCE

ALL FORMER JOBS (List most recent job first.) Account for all time periods including unemployment, self-employment and military or volunteer service. (Attach separate paper(s), if necessary.)

| | | |
|----------------------|-------------------------------------|----------------|
| Employer | Dates Employed (from/to) | Work Performed |
| Address | | |
| Job Title | Hourly Rate/Salary (Starting/Final) | |
| Immediate Supervisor | Telephone No. () | |
| Reason for Leaving | | |

| | | |
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| Immediate Supervisor | Telephone No. () | |
| Reason for Leaving | | |

PLEASE READ AND SIGN

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in the application and hereby give GIM permission to contact schools, previous employers, references, and others, and hereby release Goodwill from any liability as a result of such contact. I understand that misrepresentations, omission of facts or incomplete information requested in this application or pre-/post-hiring process may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application and pre-/post-hiring process will be causes for dismissal at any time without any previous notice.

I understand that if accepted for employment, while GIM may make every effort to provide steady, continuous work, they are unable to provide employment contracts, and cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. And of course, I understand that as an employee, I may elect to leave on my own accord to seek other jobs.

I understand that my employment with Goodwill may be terminated by me or Goodwill with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice, or other procedure (including the Goodwill Team Member Handbook or any other H.R. manuals) constitute any employment contract or modification of the at-will employment relationship between me an Goodwill.

I understand that the contents of any employee handbook or manuals, as well as other Goodwill policies and practices, are subject to change or modification by Goodwill, solely at its discretion, without notice. I also understand that no supervisor or other official of Goodwill (except its Chief Executive Officer, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.

I understand that GIM conducts business with the highest possible degree of safety and efficiency. Because of this, GIM will require me and any other applicant for employment that is offered a job to undergo blood and/or urinalysis screening for drug or alcohol use. In addition, all team members may be subject to blood test or urinalysis screening for drug or alcohol use during course of employment.

This Application will remain active for ninety (90) days. Any applicant wishing to be considered for employment beyond ninety (90) days should reapply. Applications will be kept in file according to legal standards.

Please read the above carefully and sign below

Signature: _____ **Date:** _____

Thank you for applying to Goodwill Industries-Manasota.

We will review your application within the next week. If we find that your qualifications match our needs, our Human Resources department (or our Hiring Team Leader) will contact you for an interview. We regret that due to the large number of applications we receive, we are not able to contact everyone.

Thank you again for your interest in employment with Goodwill Industries-Manasota.

Human Resources Department
7501 15th St East, Sarasota, FL 34243
Phone # 941-355-2721 Fax #358-5171